

UT Arlington Honors College Policy Governing Appeal of a Grade

In attempting to resolve any student grievances regarding grades, it is the student's obligation first to make a serious effort to resolve the matter with the instructor with whom the grievance originated. Course instructors retain primary responsibility for assigning grades. The instructor's judgment is final unless compelling evidence indicates discrimination, preferential treatment, or procedural irregularities. If a student wishes to appeal, his/her request must be submitted in writing—on an appeal form available in departmental or program offices—to the department chair or program director. The student has one calendar year from the date the grade is assigned to initiate a grievance.

- **The normal academic channel for appeals for Honors students in contract courses for Honors credit** is department chair or program director and then dean of the academic unit in which the instructor teaches. The grievance would then be handled according to the procedures in place in that unit. Before considering a grievance, the department chair or program director will refer the issue to a departmental or program committee of faculty. If the student does not concur with the committee's decision, the student may appeal to the academic dean of that unit, whose decision is final. Information specific to the procedures to be followed in each academic unit is available in the office of the academic dean of that unit.
- **For Honors students enrolled in HONR-prefix courses**, however, the appeal is submitted in writing to the Dean of the Honors College, who refers the matter to the Honors College Executive Committee, which will render a decision. If the student does not concur with the committee's decision, the student may appeal to the Dean of the Honors College, whose decision is final.

For an appeal involving an HONR-designated course grade, the student fills out a Student Grievance Form for Appeal of a Grade (www.uta.edu/honors/documents/grievance.pdf) and submits it to the Office of the Dean of the Honors College. The grievance will be considered on the basis of the paperwork submitted (i.e., the form and any supporting materials attached). The Dean will inform the student of his/her decision in a letter mailed to the student.

Questions about the policy or the form may be addressed to an Honors College advisor.